



### **Position Summary**

The Human Resources (HR) Specialist performs diverse administrative duties in support of the day-to-day operations of a nimble and high-functioning organization. The HR Specialist will focus on creating requisitions and posting jobs, hiring, processing of payroll and benefit information, establishing accurate employee records, processing changes, time and absence management, and related talent lifecycle functions for both Staff and Student workers. The HR Specialist provides support to facilitate solutions, streamline processes, and HR projects/tasks to ensure time-sensitive and confidential daily office operations run smoothly and seamlessly. This is a fast-paced “startup” environment and an excellent opportunity to contribute to an innovative, mission-driven organization.

### **Key Responsibilities**

#### ***Provide administrative support to the Crime and Education Labs for Human Resources needs***

- Assists with the employee recruitment process by posting job announcements on internal and external job boards
- Processes all HRIS transactions, including (but not limited to): Hiring and onboarding processes, closing out requisitions, processing all pay changes, ending employment in HRIS
- Files all HR forms and processes all HRIS documentation
- Provides employees with information on the exit process
- Schedules interviews for hiring managers, as needed
- Registers and prepares for career fairs, as needed
- Completes employment reference checks, as needed
- Facilitates pre-hire onboarding, including setting up a Payroll ID and coordinating Urban Buddy assignments, as needed
- Tracks completion of new hire mandatory trainings, as needed
- Inputs information on staffing updates into weekly all staff communications, as needed

#### ***Provide lead support and coordination of student employment***

- Partner with and assist team members regarding requests for the hiring of student employees
- Consult on hiring processes and requirements; ensuring the hiring manager is aware of HR procedures and practices
- Develop working relationships with University administrative units, such as Payroll, Workday Support, and Student Employment
- Guide work-study eligible students through the hiring process according to their status
- Review and manage the time records of student workers, consulting with the supervisor as necessary and correcting records, as needed
- Manage the onboarding of international students, ensuring all appropriate documentation is recorded and uploaded into Workday
  - Follow-up with necessary contacts to ensure timely processing of all onboarding tasks
  - Work with the Office of International Affairs, University Human Resources and Payroll for employment matters involving work authorization
- Facilitates payroll orientation with new hires

***Execute special projects as directed***

- Conduct research, analyze issues and produce, edit and distribute special reports and summaries
- Track, report and follow-up on open issues
- Draft associated communications as appropriate
- Identify, develop and recommend changes to policies and procedures to respond to changes in the internal and external environments
- Perform other related duties as assigned

**Education and Experience**

- Bachelor's degree in business or a related field preferred
- A minimum of two years of office setting experience preferred
- Experience in higher education preferred
- Excellent interpersonal and customer service skills required
- MS Outlook and Microsoft Office proficiency required
- Familiarity with central administration within a complex research university environment preferred
- Experience working in HR department and handling confidential information preferred
- Proficiency with Workday is a required
- Proficiency with Handshake job board is preferred

**Skills and Competencies**

- Ability to handle sensitive and confidential situations/information with absolute discretion, data integrity, and compliance
- Excellent oral and written communication skills and interpersonal skills required
- Must be able to deal effectively with a diverse workforce in a complex research environment
- Ability to communicate effectively, both verbally and in writing, and to compose effective and efficient reports and correspondence required
- Demonstrated ability to review and prioritize work without advance approval required
- Ability to use appropriate resources to resolve an issue and to follow an issue through to resolution required
- Ability to take initiative and organize and complete projects with minimal supervision required
- Ability to maintain calm and courteous demeanor and to work productively despite heavy workload, competing priorities, complex problems, and tight deadlines required
- Presents a courteous, professional image at all times required
- Excellent skills in working both independently and as a team member required
- Excellent problem-solving skills and follow-up skills required

**Required Documents:**

- Resume
- Cover letter

**To Apply,** Please submit Resume and Cover Letter to the University's Workday system, search for requisition **JR02857**. Please find instructions on how to access the application below.

**If you have questions about the Workday application system, please contact:**

[https://uchicago.service-now.com/sso?id=ssc\\_sc\\_cat\\_item&sys\\_id=cf359d671316660030c0bcaf3244b02d](https://uchicago.service-now.com/sso?id=ssc_sc_cat_item&sys_id=cf359d671316660030c0bcaf3244b02d).

**If you have an active UChicago Workday employee account, you will need to complete the Internal Candidate application process. Internal Candidate instructions:** [Log into Workday](#) and select the career worklet.

**External Candidates** should apply at <https://uchicago.wd5.myworkdayjobs.com/en-US/External>

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